

EMPLOYMENT APPLICATION

Administrative Office of the Circuit Court
Montgomery County Judicial Center
Rockville, Maryland 20850

An Equal Opportunity Employer Committed to Workforce Diversity – M/F/Disabled

It is the policy and practice of the Circuit Court to select new employees and to promote current employees based on qualifications only, without regard to race, religion, color, national origin, sex, marital status, age, sexual orientation, or disability. Individuals with disabilities are encouraged to apply for announced positions. Accommodation is provided in recruitment, testing and placement. For assistance, please call 240-777-9100.

Please type or print all answers in ink.

POSITION DESIRED: _____

DEPARTMENT/DIVISION: _____ MINIMUM ACCEPTABLE SALARY: _____

DATE AVAILABLE: _____ AVAILABLE FOR: ☐ FULL-TIME ☐ PART-TIME ☐ TEMPORARY

PERSONAL DATA

NAME: _____ SOCIAL SECURITY NO.: _____
Last First Middle Other

ADDRESS: _____
Number and Street (Apt. No.) City State Zip Code

TELEPHONE NUMBERS: HOME _____ WORK _____ OTHER _____

Are you prevented from lawfully becoming employed in this Country because of VISA or Immigration status?
☐ YES ☐ NO

Proof of citizenship or immigration status will be required upon employment.

MISCELLANEOUS

Have you ever been an applicant or an employee of the Montgomery County Circuit Court? ☐ YES ☐ NO

If Applicant: Date of Application: _____ **If Employee:** Dates of Employment
Position applied for: _____ From: _____ To: _____
_____ Position Title: _____

Please indicate the source from which you have learned of this position:

☐ Newspaper (name) _____ ☐ Court Employee ☐ Internet
☐ Bulletin or poster (where posted) _____ ☐ Other (specify) _____

To be completed by applicants applying for positions which require driving:Do you possess a valid motor vehicle operator's license? ☐ YES ☐ NO

If your answer is yes, please state jurisdiction in which license was issued: _____

Expiration Date: _____ Type: _____

Have you had any accidents during the past three (3) years? ☐ YES ☐ NO How Many? _____Have you had any moving violations during the past three (3) years? ☐ YES ☐ NO How Many? _____**EDUCATION AND TRAINING**

	NAME, CITY AND STATE OF SCHOOL	TYPE OF DIPLOMA OR DEGREE AWARDED	MAJOR
HIGH SCHOOL			
COLLEGE OR UNIVERSITY			
OTHER (Trade, Military, Business, Secretarial etc.)			
MISCELLANEOUS TRAINING			

Please list below any additional information you consider pertinent to your application for employment (including school honors, organization memberships, unique skills, etc.):

Foreign Language(s) spoken or read:	Skills: Typing Speed: _____ wpm Shorthand: _____ wpm	Computer/Word Processing Skills:
Professional License(s):		
Type:	License No.:	State Issued:
Expiration Date:		
1. _____	_____	_____
2. _____	_____	_____

EMPLOYMENT HISTORY

Instructions:

The examination process often entails training and experience rating based on the information supplied on the application form. Therefore, please provide a detailed employment history. List all positions held, including military, part-time, summer and volunteer. Use additional sheets if necessary. In order to preclude a delay in the processing of your application, please be sure you have completely filled out, signed and dated all sections below and that all information provided is true and correct.

Please note that all information must be completed even if a resume is attached. An interview will not be conducted if the application is incomplete.

PRESENT OR MOST RECENT POSITION:

EMPLOYER NAME _____ ADDRESS _____ _____ TELEPHONE () _____	Dates of Employment Month/Year From: Mo. Yr. To: Mo. Yr.	Salary Start: \$ _____ Final: \$ _____	Avg. hrs. per week _____ _____
NAME AND TITLE OF SUPERVISOR _____			
REASON FOR LEAVING _____			
NO. & KIND OF EMPLOYEES SUPERVISED _____			
JOB TITLE AND DUTIES _____ _____ _____			
May we contact your present employer? <input type="checkbox"/> YES <input type="checkbox"/> NO			

FORMER POSITIONS:

EMPLOYER NAME _____	Dates of Employment Month/Year	Salary	Avg. hrs. per week
ADDRESS _____	From: Mo. Yr.	Start: \$ _____	_____
_____	To: Mo. Yr.	Final: \$ _____	_____
TELEPHONE () _____ NAME AND TITLE OF SUPERVISOR _____			
REASON FOR LEAVING _____			
NO. & KIND OF EMPLOYEES SUPERVISED _____			
JOB TITLE AND DUTIES _____			

EMPLOYER NAME _____	Dates of Employment Month/Year	Salary	Avg. hrs. per week
ADDRESS _____	From: Mo. Yr.	Start: \$ _____	_____
_____	To: Mo. Yr.	Final: \$ _____	_____
TELEPHONE () _____ NAME AND TITLE OF SUPERVISOR _____			
REASON FOR LEAVING _____			
NO. & KIND OF EMPLOYEES SUPERVISED _____			
JOB TITLE AND DUTIES _____			

EMPLOYER NAME _____ ADDRESS _____ _____ TELEPHONE () _____ NAME AND TITLE OF SUPERVISOR _____ REASON FOR LEAVING _____ NO. & KIND OF EMPLOYEES SUPERVISED _____ JOB TITLE AND DUTIES _____ _____ _____	Dates of Employment Month/Year From: Mo. Yr. To: Mo. Yr.	Salary Start: \$ _____ Final: \$ _____	Avg. hrs. per week _____ _____
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NOTICE

A REPRESENTATIVE OF THE CIRCUIT COURT WILL CHECK THE EDUCATIONAL AND EMPLOYMENT REFERENCES OF APPLICANTS AND/OR NEWLY HIRED EMPLOYEES, AS WELL AS CRIMINAL CONVICTIONS AND OUTSTANDING WARRANTS WITHIN AND OUTSIDE THE STATE OF MARYLAND. REFERENCES PROVIDED BY THE APPLICANT AND/OR NEWLY HIRED EMPLOYEE, AS WELL AS OTHER KNOWLEDGEABLE SOURCES, MAY BE CONTACTED. QUESTIONS CONCERNING THE APPLICANT'S AND/OR NEWLY HIRED EMPLOYEE'S PERSONAL BACKGROUND, EDUCATION, WORK EXPERIENCE, CHARACTER, PERSONALITY AND PERSONAL HABITS WILL BE ASKED. ALL DISCLOSURES REQUIRED BY LAW WILL BE MADE TO THE APPLICANT AND/OR NEWLY HIRED EMPLOYEE.

AN APPLICANT AND/OR NEWLY HIRED EMPLOYEE WILL BE ASKED TO SIGN CONSENT & RELEASE FORMS AUTHORIZING FORMER EMPLOYERS, EDUCATION INSTITUTIONS AND/OR REFERENCES TO RELEASE THE ABOVE INFORMATION TO THE CIRCUIT COURT REPRESENTATIVES.

BUSINESS REFERENCES

Give the names of three persons not related to you that you have worked with or for at least for one year.

<u>NAME</u>	ADDRESS	TITLE	TELEPHONE NUMBER	YEARS ACQUAINTED

GENERAL INFORMATION

Are any of your relatives employed by the Circuit Court System? ☐ YES ☐ NO

If yes, please list name(s) and relationship(s) to you: _____

Affirmative responses to the following questions will not automatically exclude you from employment consideration:

Have you ever been dismissed or asked to resign from any position? ☐ YES ☐ NO

If yes, please explain: _____

Have you ever been convicted of an offense in an adult court? ☐ YES ☐ NO

If yes, please explain: _____

“UNDER MARYLAND LAW, AN EMPLOYER MAY NOT REQUIRE OR DEMAND AS A CONDITION OF EMPLOYMENT, PROSPECTIVE EMPLOYMENT, OR CONTINUED EMPLOYMENT, THAT AN INDIVIDUAL SUBMIT TO OR TAKE A LIE DETECTOR OR SIMILAR TEST. AN EMPLOYER WHO VIOLATES THIS LAW IS GUILTY OF A MISDEMEANOR AND SUBJECT TO A FINE NOT EXCEEDING \$100.00.”

NOTE: ALL APPLICANTS MUST ACKNOWLEDGE THE NOTICE ABOVE, BY SIGNATURE ON THE FOLLOWING SPACE _____.
FAILURE TO SIGN WILL RESULT IN REJECTION OF THE APPLICATION (SEC. 3-702, AS AMENDED BY H.755, L.1998, EFFECTIVE JUNE 1, 1998).

PLEASE READ CAREFULLY

APPLICANT'S AUTHORIZATION FOR INFORMATION TO BE SOUGHT OR OBTAINED

I consent to and authorize the Circuit Court, and its agents and employees, to obtain in any manner any reference information concerning me, including achievement, wage history, performance, attendance, personal history, disciplinary information, and reason for separation of employment, relating to my employment with any former employer. It is expressly understood that any information sought or obtained is to be used for the purpose of determining my acceptability for employment. I also hereby release the Circuit Court, and its agents and employees, from all liability for damages or claims, including, but not limited to, defamation, interference with contract, or prospective economic advantage and negligence, I have or may have which arise or result from any reference information sought or obtained pursuant to this Authorization.

Signature of Applicant _____ Date Signed _____

APPLICANT'S AUTHORIZATION FOR THE RELEASE OF INFORMATION

I consent to and authorize the above-named former employer(s), and its agents and employees, to furnish any reference information concerning me, including achievement, wage history, performance, attendance, personal history, disciplinary information, and reason for separation of employment, relating to my employment with the former employer. It is expressly understood that any information given is to be used for the purpose of determining my acceptability for employment. I also hereby release the above-named former employer, and its agents and employees, from all liability for damages or claims, including, but not limited to, defamation, interference with contract, or prospective economic advantage and negligence, I have or may have which arise or result from any reference information provided pursuant to this Authorization or any attempts to comply with this information.

Signature of Applicant _____

Date Signed _____

APPLICATION FORM DISCLAIMER

By my signature below, I confirm that it is my understanding that this is an application for employment and not a contract to employ me. Neither the acceptance of this application, nor the subsequent entry into any type of employment relationship, and regardless of the contents of employee handbooks, human resources guide, benefit plans, policy statements, and the like, as they may exist from time to time, or other Court practices, shall serve to create an actual or implied contract of employment, or to confer any right to remain an employee of the Court, or otherwise to change in any respect the employment-at-will relationship between the Court and the undersigned. The employment-at-will relationship cannot be altered except by a written instrument executed by the Administrative Judge of the Circuit Court for Montgomery County, Maryland. I also know and understand that if employment is offered to me and the salary is stated in a fixed term such as annual, monthly, etc., either orally or in writing, that it does not imply employment for any fixed period of time. In the event I am offered a position and I accept that offer, I understand that I would be an at-will court employee and my employment shall be completely voluntary and may be terminated at any time, without specified notice or reason, by either myself or the Circuit Court.

I, the undersigned, certify that I have read and fully comprehend this form in its entirety and that the information herein provided is true and complete to the best of my knowledge. I understand that should any statement I have made prove to be false, misleading or erroneous, it may result in the rejection of my application or in my dismissal from employment at any time without previous notice from the Court. I authorize the investigation of all matters and/or statements contained in this application and hereby give the Circuit Court's representatives permission to contact schools, previous employers (unless otherwise indicated), references, and others, and hereby release the Court from any liability as a result of such contact. In submitting this application, I further understand that the application itself is valid only for thirty (30) days and becomes the property of Montgomery County Circuit Court and will not be returned.

I further understand that the first six (6) months of my employment with the Circuit Court is an introductory period, and that at any time during this introductory period and thereafter, my employment relationship with the Court is terminable at-will for any reason by either party.

Signature of Applicant _____ Date Signed _____

We thank you for making application for employment with Montgomery County Circuit Court.

**AN EQUAL OPPORTUNITY EMPLOYER COMMITTED TO WORKFORCE DIVERSITY
M/F/DISABLED**